



October 16, 2009

**REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR
ON-CALL ENGINEERING SERVICES FOR INTELLIGENT TRANSPORTATION
SYSTEM FACILITIES
YEAR 2009-2011**

The City of Scottsdale is accepting proposals from qualified firms (Engineer) for Engineering Services and shall make the necessary studies, designs and surveys in conformance with generally accepted civil engineering practices to provide fiber-optic duct and cable communications, closed-circuit television (CCTV), Dynamic Message Signs (DMS) construction plans, technical specifications and bid schedules using English units and language for projects throughout the City of Scottsdale. A quality control management system shall be in place that fulfills the terms of the contract. The Engineer is responsible for maintaining a Quality Control Program that will provide quality construction documents for this project. The Engineer shall meet with the City ITS staff to review and discuss the system they intend to implement to ensure a successful end product throughout the design. The system shall be acceptable to the ITS staff. Subsequent changes may be determined necessary if the program is not producing the quality of work required by the contract.

BACKGROUND

The goal of this solicitation is to provide the City with on-going “Intelligent Transportation System” improvements in locations determined by City staff. The City is seeking the services of up to two engineering firms for the preparation of design plans, specifications, cost estimates and contract documents on an on-call basis for the construction of various ITS improvements. These contracts will be multi-term, initially for two years, with the option to extend on an annual basis for up to three additional one-year periods, upon satisfactory completion of the engineering services.

Each design contract will be funded from the Intelligent Transportation System Program and Capital Projects. Contract amounts for the first contract term will not exceed \$250,000. Contract amount for subsequent contract terms may be adjusted based on availability of funds and/or program needs.

ABBREVIATED SCOPE OF WORK

This abbreviated scope of work should not be construed as being final and comprehensive. The City will negotiate on call engineering services contracts with the highest ranked firm. A final Scope of Work will be prepared and negotiated on a task-order basis after the contracts are awarded. The selected firms will be required to perform or provide the following services:

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1. Compile and evaluate existing information including but not limited to as-builts and utility maps for each project when requested by city staff.
2. Perform all necessary field survey work to prepare the preliminary designs, legal descriptions, right of way, engineering plans and specifications for the projects. The Engineer to provide certain consulting services during the project construction phase.
3. The Engineer will prepare and submit to the City of Scottsdale a preliminary 30% design to confirm the feasibility of the projects and identify critical issues.
4. Prepare and submit the necessary design of the infrastructure to the City of Scottsdale Standards, including cost estimates. State and Federal guidelines will be strictly adhered too since some of these projects will be CMAQ or ARRA funded. The City is self-certified. However, the PS&E's require the same level of attention as if ADOT were administering the construction of the projects.
5. Insure that all of the necessary right-of-way easements and other conveyances are in place. Coordination with city right of way personnel may be required by the engineering firm. Point of contact information will be provided to the firm by city project staff.
6. Coordinate the development of the plans with all utility companies in accordance with the Central Arizona Coordinating Committee Public Improvement Project Guide. Some utilities include ADOT, APS, COX CABLE, SW GAS, QWEST, TCI CABLE, Maricopa County Environmental Services Department, Corp of Engineers, the Bureau of Reclamation and Central Arizona Project.
7. Coordinate review and approval of the plans with City of Scottsdale staff, Federal and State agencies.
8. Prepare contract documents, special provisions, engineers estimate, assist with preparation of bid documents, and assist in bidding of the projects, including responding to bidder's questions.
9. Attend all meetings related to these projects as required by City staff, including but not limited to bi-weekly design meetings, public meetings, and City Council meetings.

DELIVERABLES

The selected firms will be required to perform or provide the following services:

Preliminary Design Phase (30% plans)

1. The Engineer will compile and evaluate all existing data including plans, utility maps, aerial photos, as-builts and City Standards relevant to the project.
2. The Engineer will perform all necessary field survey work to prepare the engineering plans and specifications for the projects.
3. The Engineer will examine the impacts of the improvements and prepare the preliminary design to confirm the feasibility of the project. The preliminary design will identify critical issues including but not limited to: environmental impacts, right-of-way, traffic control, utilities,
4. The Engineer will prepare a cost estimate.
5. The Engineer will submit preliminary 30% plans to the City of Scottsdale Capital Project Management for review and approval. The reviewed plans will form the basis of the Design and Construction Document Phase.

Design and Construction Document Phase– (60%, 90%, 100% & final plans)

1. The Engineer will review and evaluate all existing data including plans, drainage reports, utility maps, aerial photos, as-builts and City Standards relevant to the project
2. The Engineer will prepare all necessary legal descriptions.
3. The Engineer will prepare the necessary design and cost estimates for all infrastructure required for the project elements.
4. The Engineer will insure that all of the necessary right-of-way easements and other conveyances are in place.
5. The Engineer will coordinate the development of final plans with utility companies and municipal providers in accordance with the Central Arizona Coordinating Committee Public Improvement Project Guide. No conflict letters to be sent to utilities and return as part of the project package.
6. The Engineer will coordinate the review and approval of final plans with City of Scottsdale Departments. An in-house review team consisting of CPM, Transportation and Quality Compliance will review all submittals.

7. The Engineer will prepare contract documents, special provisions, engineers estimate, assist with the preparation of bid documents, and assist in bidding of the project. Utilize local design standards (M.A.G. and Scottsdale Supplements, Scottsdale Design Standards and Policy Manual, adopted building codes and ordinances).
8. The Engineer will attend all meetings related to these projects as required by city staff including but not limited to bi-weekly design meetings, public meetings, and City Council meetings. Presentation materials may be necessary for meetings when requested.

PRE-PROPOSAL MEETING – No pre-proposal meeting scheduled.

SUBMITTAL REQUIREMENTS

The City recommends submittals be in electronic format, (PDF). Your submittals should be uploaded to the following link:

<http://dropbox.yousendit.com/CityofScottsdale-CapitalProjects>. Your file should be titled in the subject line with your company name and RFQ-OCEITS09-11. You will receive an e-mail confirming receipt.

As an alternative, hard copies will be accepted. Hard copy replies require five (5) copies of your response. All submittals are limited to eight (8) 8 ½” x 11” pages (text on one side only). A cover letter will not be considered as one of the eight-page limitation along with resumes for key team members, each no more than two pages in length. Resumes will be attached at the end of the SOQ. Submittals that exceed the eight-page limitation will not be considered. Please address the following in your submittals:

1. List the name of the firm, address, contact person, and phone number.
2. Firm’s Capabilities – Briefly describe similar projects which your firm has completed in the past two years. Please describe specific experience in the design of intelligent transportation projects outlined in this solicitation. List the members of each project team and the role played by each member. Please provide references for each project. Identify the project manager that will be assigned to this on-call contract and provide detailed experience they will provide.
3. Project Approach – Discuss the various strategies you would employ during the design phase of these type projects to mitigate anticipated design and construction problems. Describe some constructability issues and measures your firm would recommend for the projects.
4. Project Manager Qualifications – Discuss the proposed project manager’s experience along with familiarity with Scottsdale processes and requirements, and commitment to serve as Project Manager for all assignments negotiated under these contracts.
5. Local Knowledge – Identify your firm’s familiarity with the project elements and the project areas. Identify your firm’s familiarity with the City of Scottsdale’s procedures and issues in order to successfully design these projects.

EVALUATION CRITERIA

Evaluation of the submittals will be based on the following:

- * Firm's Capabilities – experience with similar projects (0-30 points)
- * Project Approach (0-20 points)
- * Project Manager Qualifications (0-30 points)
- * Local City of Scottsdale Knowledge (0-20 points)

SELECTION PROCESS

Selection of firms who submit proposals for this engineering services contract will be made through an evaluation process based on the written proposals submitted and the above Evaluation Criteria.

INDEMNIFICATION & INSURANCE REQUIREMENTS

The City of Scottsdale requires the selected team execute an Engineering Services Contract. The City has the basic format of this contract on our web site:
<http://www.scottsdaleaz.gov/Assets/documents/projects/Capital+Projects/Eng10.pdf>

The City's Indemnification and Insurance language is included in this contract. Submission of your Statement of Qualifications shall indicate your firm's ability and agreement to sign Scottsdale's Standard Engineering Services Contract. Questions shall be addressed prior to submittal in writing.

For firms submitting proposals, the City requires a statement in the proposal that the firms have read and understood all the elements laid out in the Engineering Services Contract. Also, provide e-mail address for project manager identified in the SOQ.

INTERVIEW PHASE REQUIREMENTS

Interviews may be required of the shortlisted teams, but the City of Scottsdale reserves the right to make final selection based solely on the above mentioned evaluation criteria and written proposals.

SUBMITTAL TIME AND PLACE

Responses to this request must be received at the City of Scottsdale's Capital Project Management Division **no later than 11:00 am on Monday, November 16, 2009**. The City reserves the right to cancel or modify this Request for Proposal at any time.

Address responses to: Douglas R. Makinen, PMP
Project Manager
7447 E. Indian School Rd., Suite 205
Scottsdale, AZ 85251
Phone: 480-312-7054
Email: dmakinen@scottsdaleaz.gov

GENERAL INFORMATION

1. City Website – This Request for Qualifications will be posted on the city’s website. The address is <http://www.scottsdaleaz.gov/projects/capitalprojects/RFQ.asp>
- 2.
3. Instructions – The City of Scottsdale shall not be held responsible for any oral instructions. Any changes to this Request for Qualifications will be in the form of an addendum, which will be furnished to all registered Request for Qualifications holders.
4. City Rights – The City of Scottsdale reserves the right to reject any oral Statements of Qualifications, to waive any informality or irregularity in any Request for Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received.
5. Release of Project Information – The City of Scottsdale shall coordinate the release of all public information concerning the project, including selection announcements and contract awards firms desiring to release information to the public must receive prior written approval from the City.
6. Contact with City Employees – All firms interested in this project (including the firm’s employees, representatives, agents, lobbyists, attorneys, and sub consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the City Manager, Assistant City Manager, Deputy City Managers, Department Heads and other staff. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified above.